



POSITION VACANCY

WYOMING LEGISLATIVE SERVICE OFFICE

Position Title: Research Analyst

Position Overview: The Wyoming Legislative Service Office (LSO), Research and Evaluation Division, is looking for curious and motivated critical thinkers interested in applying their analytical skills to public policy issues as a research analyst.

The primary mission of the non-partisan LSO is to help members of the Wyoming Legislature identify and articulate legislative issues, research and analyze information related to those issues, and provide potential policy solutions. LSO offers an exciting, fast-paced work environment, which culminates in the annual legislative session. LSO staff have the opportunity to continuously learn from highly skilled professionals and other stakeholders in the legislative process, creating an environment where each day is different from the day before.

The LSO Research and Evaluation Division conducts non-partisan research on a wide variety of public policies, programs, and state agencies for legislative committees and individual legislators. The Division also serves as the primary staff for the Management Audit Committee and conducts program evaluations of state agency programs to provide legislative oversight and accountability. Research Analysts work on projects individually, as well as collaborative teams for committee staffing and program evaluations.

At the Wyoming Legislative Service Office, you are truly hired to be a contributing member of the team. We are searching for talented people who have the capacity to grow and continue to add value in different roles in the organization as they gain knowledge of the legislative process. The hope is that this leads to a full and successful career at LSO.

Essential Functions:

- Research, analyze, and write on public policy issues as requested by legislators and committees. Research Analysts complete both basic and applied research projects ranging in complexity. Some projects assist a committee or legislator with developing a more comprehensive knowledge on, or better understanding of, a particular issue, while other projects consist of conducting applied research using original datasets aimed to answer specific questions.
- Staff legislative joint interim committees. Research Analysts staff interim committees for the primary purpose of assisting with assigned committee interim studies. Analysts attend meetings to learn the issues, hear stakeholder testimony, assist with staffing logistics, and provide original research to the committee. The goal is to develop subject-matter expertise on

topics relevant to the committee. Analysts may also staff standing committee meetings during the legislative session.

- Research and evaluate agency operations and programs. As their career at the LSO progresses, Research Analysts may conduct basic research on agency programs to develop specified evaluation objectives to determine whether agencies are operating effectively, efficiently, and in accordance with legislative intent. Research Analysts develop original methodologies to answer the stated project objectives.

Minimum Qualifications:

- Graduate degree or bachelor's degree with outstanding academic credentials in the fields of social sciences, public policy, public health, applied economics, law, public administration, or related fields.
- Interest in the legislative process and a curiosity to learn.
- Strong research skills, including the ability to conduct basic research to develop comprehensive knowledge on a topic and original data-driven research.
- Strong writing skills, including the ability to analyze complex information and summarize the information correctly, clearly, and concisely.
- Ability to effectively work alone and on a team.
- Ability to conduct objective, nonpartisan research on potentially controversial topics.
- Ability to be professional and perform at a high level in a fast-paced, high pressure environment.

Preferred Qualifications:

- Graduate degree with coursework in applied research methods.
- 3+ years' work experience in public policy or legislative or governmental research.
- Understanding of legislative process – in particular, the rules of the Wyoming Legislature.
- Skilled in writing reports on public policy topics.
- Skilled in quantitative and qualitative research methods.
- Skilled in using open-source statistical software.

Position Details:

- The LSO has three classifications for this position: Associate Research Analyst, Research Analyst, and Senior Research Analyst. The salary range for the position is \$55,000 – \$82,000. The position classification and commensurate starting salary will be determined by the Director of the LSO based upon a successful applicant's qualifications and experience.
- Travel required, as necessitated by committee staffing schedule.
- All employment with the Wyoming Legislature is at-will.
- Employees of the LSO receive many of the same benefits as employees of the State of Wyoming, including vacation and sick leave accrual and participation in the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/divisions/human-resources/benefits>. Benefits and leave accruals transfer from within State government.
- LSO is currently in the process of developing additional non-monetary benefits for staff.

Application: Electronically send a cover letter, resume, writing sample, references, and post-secondary grade transcripts, in PDF format, to Donna Shippen, Research and Evaluation Deputy Administrator, at donna.shippen@wyoleg.gov.

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled.